

# **CHAPTER 792 FEDERAL EMPLOYEES' HEALTH AND COUNSELING PROGRAMS**

## **SUBCHAPTER 1 CIVILIAN EMPLOYEE ASSISTANCE PROGRAM**

- 1. PURPOSE.** The Department of the Navy's (DON) Civilian Employee Assistance Program (CEAP) provides assistance to civilian employees who have problems involving the misuse of alcohol, drugs or other personal problems which have or may have an adverse effect on job performance.
- 2. ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Subchapter.
- 3. PROGRAM ADMINISTRATION.** Human Resources Office (HRO), Norfolk administers CEAP for each of its serviced activities. Upon request, employees may be referred to a local community based professional counseling staff. The CEAP Administrator provides guidance to supervisors concerning CEAP procedures. Counseling provided under CEAP is guaranteed to be confidential; therefore, HRO Norfolk cannot release any information identifying those who make use of the counseling service or the substance of counseling sessions. A supervisor who grants official time to an employee for the purpose of counseling under this program and subsequently requests confirmation that the employee reported will be given that confirmation. No other information can be provided without a specific release from the employee. Employees, however, are encouraged to provide supervisors with the information that they will need to make appropriate decisions concerning performance and conduct deficiencies.
- 4. RELATIONSHIP TO OTHER ACTIONS.** CEAP supplements but does not replace existing procedures for dealing with problem employees. Referring an employee to CEAP does not prevent taking performance or conduct related actions. In some instances it will be appropriate to concurrently offer assistance and take corrective action.
- 5. SUPERVISORY RESPONSIBILITIES.** Supervisors should refrain from attempting to diagnose an employee's problem(s), but should be alert to indications of such problems, including drug or alcohol abuse. Such indications may often include changes in an employee's behavior and/or deteriorating performance. Supervisors should document instances of conduct or performance deficiencies and counsel employees about such issues with special attention directed to patterns of performance/conduct deterioration. If the employee does not show improvement, the supervisor should contact HRO Norfolk to discuss the appropriate action, which could be initiated to correct the unacceptable performance or conduct. Appendix A of this Subchapter provides guidance for supervisors on how to handle an employee who is suspected of being intoxicated on the job

**6. EMPLOYEE RESPONSIBILITIES.** Employees seeking assistance may voluntarily refer themselves to the program when they become aware of personal problems. If an employee is referred to CEAP, he/she is not required to accept or act on any recommendations made by the counselor, and has the option to seek any other means of dealing with a personal problem or performance deficiencies. However, if the employee is unable or unwilling to correct the deficiencies, management may proceed with corrective action. Referral to the HRO CEAP independent provider and initial assessment visits arranged through HRO Norfolk contracted sources are provided at no cost to employees. Any cost associated with treatment undertaken, as a result of these referrals is the responsibility of the employee. Employees are responsible for correcting the conduct and/or performance deficiencies with or without receiving assistance through CEAP.

**7. ILLEGAL DRUG USE.** To complement DON efforts to eliminate the adverse effects of illegal drug use in the work place and ensure compliance with Executive Order 12564, a voluntary referral procedure is established to encourage illegal drug users to seek counseling and rehabilitation without risk of disciplinary action. This is referred to as providing "Safe Harbor." Accordingly, any employee who voluntarily identifies himself/herself as a user of illegal drugs will be provided "Safe Harbor" and be exempt from disciplinary action for the admitted acts of illegal drug use, including possession incident to such use, provided that the employee:

- a. Voluntarily makes such disclosure to a superior official prior to being identified through other means. (Safe harbor will not be granted if the employee comes forward after he/she is notified of a random drug test.);
- b. Obtains counseling and rehabilitation through CEAP;
- c. Agrees to be tested by the activity during counseling and rehabilitation and during the post-treatment and evaluation phase;
- d. Consents, in writing, to release all records related to counseling and rehabilitation, including urinalysis test results, to appropriate management and CEAP officials; and
- e. Thereafter refrains from using illegal drugs.